



DEPARTMENT OF THE ARMY
OFFICER EDUCATION SYSTEM BATTALION
3747TH MULTI-FUNCTIONAL TRAINING BRIGADE
UNIT 28130
APO AE 09114

**REPLY TO
ATTENTION OF**

AEUR-FS-OES (351)

MEMORANDUM FOR Incoming Combined Arms Exercise Students for CAX 001, 3 – 19 December 2004

SUBJECT: Student Preparation for CAX Course Attendance

1. References:

- | | |
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| a. AR 135-200 | Active Duty for Training, Annual Training, and Active Duty for |
| Special Work of Individual Soldiers | |
| b. AR 351-1 | Individual Military Education and Training |
| c. AR 350-15 | Army Physical Fitness Program |
| d. AR 350-41 | Training in Units |
| e. AR 600-9 | Army Weight Control Program |
| f. AR 670-1 | Wear and Appearance of Army Uniforms and Insignia |
| g. TRADOC 350-18 | The Army School System (TASS) |

1. Purpose. This memorandum is designed to provide you with necessary information to assist in your arrival and duty at the Officer Education System (OES) Battalion, 3747th Multi-Functional Training Brigade – Europe (MFTB-E), Grafenwöhr, Germany.

2. Congratulations. This Welcome Letter is sent to you because your status in ATRRS for the United States Army Reserve Resident Combined Arms Exercise (CAX) Course, Class Number CAX 001, is that of having a confirmed seat (code “R”) or you are on the “wait list” and your status is anticipated to change to a confirmed seat. On behalf of the staff and faculty of the OES BN -- welcome!

3. Overview. The CAX Course is 17-days of intense training, designed to help you formulate and judge solutions to military problems, present military briefings, demonstrate staff officer skills, and identify organizational structures used to maintain a force capable of joint operations. Your training begins immediately upon your arrival; therefore, take the time to read this letter in detail and give complete attention to all instructions. Compliance with the directives outlined will help to make your experience a more pleasant and rewarding one. You will also discover that when you arrive, there will be little time to recover from mistakes, and the challenges of this course leave little time to gather pre-requisites of course enrollment.

4. Initial Response. Upon receipt of this letter, provide email confirmation through Army Knowledge Online (AKO) to the CAX Course Director that provides your name, rank, date of rank, mailing address, contact phone number, emergency contact (name and telephone number), and your unit POC. Send confirmation email to the address detailed in paragraph 14. If required, telephonic contact can be made to

DSN (314) 475-6096 or Commercial 09641-83-6096. Telephonic contact will not substitute for the required email contact detailed above. Email contact provides information necessary to plan for billeting and course material support. Failure to comply may result in your seat being given to a stand-by student.

5. Arrival You are expected to report for in-processing to Building 501, Grafenwöhr Training Area, in the Army Physical Fitness Uniform (APFU) at 1300 on 3 December 2004. Refer to the strip map of the Grafenwöhr Training Area at Enclosure 1 and the directions to get to the Grafenwöhr Training Area at Enclosure 2. Be on time. Plan ahead for transportation requirements due to seasonal weather traveling conditions.

6. In-Processing.

a. Enrollment eligibility documents will be collected during in-processing. Ensure you can readily provide these documents when requested – hand carry in-processing documents. Bring a minimum of two copies of each document for immediate submission, which will be used to create class/student folders. Failure to have the correct documentation can prevent your enrollment. Do not depend on your unit to make sure the required documents are together. Take individual responsibility!

1) DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) or Orders to attend the CAX Course.

2) DA Form 1059 (Academic Evaluation Report) verifying completion of an “advance course.”

3) DA Form 705 (Army Physical Fitness Test), valid throughout the duration of the course.

4) DA Form 3349 (Physical Profile), as required. Bring any temporary and/or permanent profiles with you. Ensure that all profiles are correctly signed and completed. Permanent profiles have three signatures: the doctor, hospital commander, and unit commander. If you have a profile that prevents you from completing the course, you will be denied enrollment.

b. You must meet the Army’s height and weight standards. In-processing will include a measurement of your height and weight. All CAX students will also be taped. If you fail the standards set forth in AR 600-9 you will not be allowed to enroll in the course. This is in accordance with AR 351-1 and AR 135-200, Chapter 1.

c. Failure to successfully enroll for any reason requires that the first General Officer in your chain of command be notified, in writing, of the reason(s) for non-enrollment and your return to your parent unit.

d. IACS. Entry to the Grafenwöhr Training Area is controlled by the Installation Access Control System (IACS). If you deployed from a stateside location, your ID Card will be needs to be registered in the IACS. (You will not be denied access to the Post with a valid ID Card.) You will be directed to complete the five-minute registration into IACS during lunch on 6 Dec 04. (Depending on your time of arrival, you may also register into IACS on 3 Dec 04. Call DSN 475-8415 to verify the location of the IACS office; the office is moving from one side of the Post to the other some time during the beginning of December 2004.)

7. Billeting.

a. Deployed Students. Priority of billeting accommodations is given to you if you are attending CAX from a deployed (Balkans, Afghanistan; ...) location. If you are deployed, you are required to stay in "no-cost" unit billeting, which means your billeting costs are NOT reimbursable. You will be assigned a room in either Building 219 or 211; accommodations vary dependent on which building is available for use when you attend the course. Your room assignment is determined by the receipt of your initial response email as outlined in paragraph four.

b. Non-deployed Students. If you have authorization to stay in commercial billeting based on your DD Form 1610 or Orders to the course, without reimbursement of any form for billeting through the 7th Army Training Command (7ATC), you are required to make your own billeting arrangements. The telephone number of the base inn, The Tower Inn, is DSN (314) 475-1700. If rooms are not available, The Tower Inn will provide telephone numbers to local hotels, if requested. Through direct coordination with the CAX Course Director and when available, you will also be assigned a room in either Building 219 or 211. If coordinated, your room assignment is determined by the receipt of your initial response email as outlined in paragraph four.

c. Billeting will not be available before 3 December 2004. Logistical support prior to the start of the course must be coordinated with the CAX Course Director prior to your arrival.

8. Duty Uniforms. During your entire stay, you will comply with instructions contained in AR 670-1, *The Wear and Appearance of Army Uniform and Insignia*. This regulation also provides guidance on wearing nametags, U.S. Army tags, unit patches, and all other authorized patches and rank insignia. If you have any questions, read AR 670-1. Ensure required patches and grade insignia are present on your uniforms.

a. Reporting In / In-Processing: APFU.

b. During Class: Battle Dress Uniform (BDU) or Desert Camouflage Uniform (DCU). In addition to presenting a good military appearance, we recommend that you bring the uniforms and equipment listed at Enclosure 3.

c. Graduation / Other CAX Functions: Casual attire. Course functions are usually held off base in the immediate town of Grafenwöhr, an approximate fifteen-minute walk from the OES BN. Your dress and appearance will represent the United States Army as an ambassador in a foreign land. Dress appropriately.

9. Course Structure.

a. Training is conducted daily without breaks for weekends or holidays. Although there is considerable non-class discretionary time, this course is very demanding and will require extensive evening study and group activity in preparation for the next day's activities. There is little "free time," so do not bring your family.

b. Physical Fitness Training (PT) will be conducted each day of the course. Group PT will be conducted three times per week. During Group PT, you are required to wear the full APFU (tee-shirt, shorts, pants, jacket, gloves, and black cap) with reflective belt (issued). Individual PT will be conducted on the remaining days. When engaged in any PT event on Grafenwöhr, you are required to wear the reflective belt.

c. Throughout the duration of the course, you will be assigned a “permanent” staff position, with duty responsibilities in addition to your academic assignments. You will also be assigned staff positions for particular segments of the course. Staff positions will be determined by your Staff Group Leader (Instructor).

d. You will have access to the schoolhouse computer lab: sixteen PC’s with Internet access, Microsoft Office, and connectivity to a single laser printer. A “break-out” room is also available for group work. If you have a portable PC and printer, we encourage you to bring them with you.

e. A base knowledge of word processing and presentation graphics is required. There is no time for you to learn MS Word and MS PowerPoint during class.

f. You are subject to dismissal if you miss 10% of training or fail any requirement and the subsequent “re-do.”

g. Any absence must either be due to a medical emergency or approved beforehand by the CAX Course Director.

h. If you have received any CAX (or CAS3) material from previous classes by any means, leave it at home! Do not bring this material with you. It will prevent even the hint of suspicion concerning plagiarism.

10. Graduation. TBD.

11. Logistical Support.

a. Dining Facilities. The course schedule is designed to allow you to eat “government meals” at the Post dining facility. Display of your DD Form 1610/Orders may be requested by the dining facility head count to allow you to eat without payment. Though there are numerous facilities on and off post to eat, deployed students or students without the authorization to eat “non-government provided meals” will NOT be reimbursed – per diem is minimized when government meals are directed / provided.

b. Postal Services.

1) An APO and US Post Office are located on Post.

2) Incoming mail and other correspondence should be addressed as follows:

Military:

Rank and Name (CAX)
3747th MFTB

Civilian:

Rank and Name (CAX)
3747th MFTB

Unit 28130
APO AE 09114

Bldg. 500, Room 109
Grafenwöhr Lager
92655 Grafenwöhr, Germany

c. Finance.

- 1) Finance services are provided by the U.S. Army Finance Office and the Community Bank.
- 2) U.S. and EURO dollars can also be obtained at the Post Exchange and Community Bank Cash Machine.
- 3) No Credit Union services are available on Grafenwöhr.
- 4) If you are a 7th ARCOM or Active Army student, your unit will pay you.
- 5) If you are in the IRR or IMA, the 3747th MFTB-E will process you for pay during in-processing. Pay particular attention to the "Additional Required Documents" listed in Enclosure 4.

d. Laundry and Laundry Facilities.

- 1) Washing machines and dryers are available in building 219 and 211 for your use at no cost.
- 2) Washing machines and dryers are also available, 24-hours a day, for a minimum charge, on Post in Building 556 on Wilbur Rd. (Across from Burger King).
- 3) If you want your BDU/DCUs cleaned and pressed, service will be available to you at a cost of approximately \$6.00 per set. Two-day service is customary.

e. PX, Commissary, and Ration Cards.

- 1) If you are not authorized U.S. Forces support from your employer and you are a student from the 7th ARCOM, you must obtain the authorization documents and ration cards from your home unit.
- 2) If you are an IRR or IMA student, you will obtain the authorization documents and ration cards from the 3747th MFTB-E during in processing. Pay particular attention to the "Additional Required Documents" listed in Enclosure 4.
- 3) When authorized, rationed items can be purchased with the proper identification – ration card / DD Form 1610 / Orders and your ID Card. To purchase fuel, you must also have a copy of your vehicle registration or vehicle rental/leasing contract (as applicable).

f. Valuables. The safekeeping of valuables is a personal responsibility. Do not bring high value, easily pilfered items to Grafenwöhr.

g. Contraband. Do not bring any items to Grafenwöhr that would be considered unlawful. Examples of contraband include (but is not inclusive of all possibilities) drugs (other than prescribed by a physician), firearms, and knives with blades exceeding 3 ½”

h. Miscellaneous Information. All community facilities (i.e. messing, billeting, PX, etc.) are within a five to ten-minute walk of the classroom.

12. Emergency Telephone Numbers / Contact Information.

a. OES BN Unit Administrator: DSN (314) 475-6096 / Commercial: 09641-83-6096.

b. OES BN Fax: DSN (314) 475- 8029 / Commercial: 09641-83-8029.

c. E-mail: 3747th@hq.7arcom.army.mil

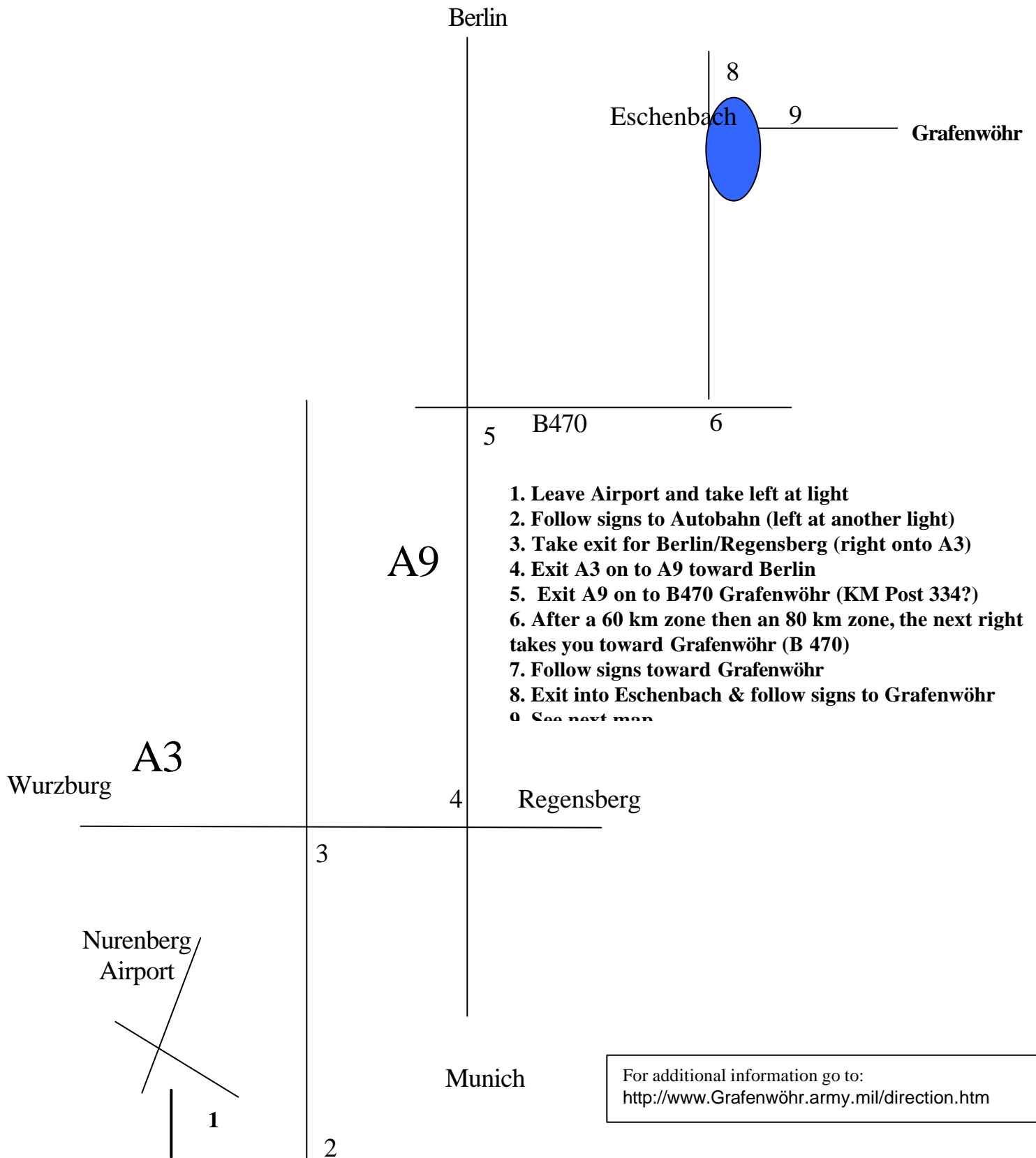
13. By direction of the Secretary of the Army and the Chief of Staff all active duty military, civilians, National Guard, and Reserve individuals are to have an account on our enterprise integrated portal, AKO. Use this email to communicate with us here at the OES Battalion.

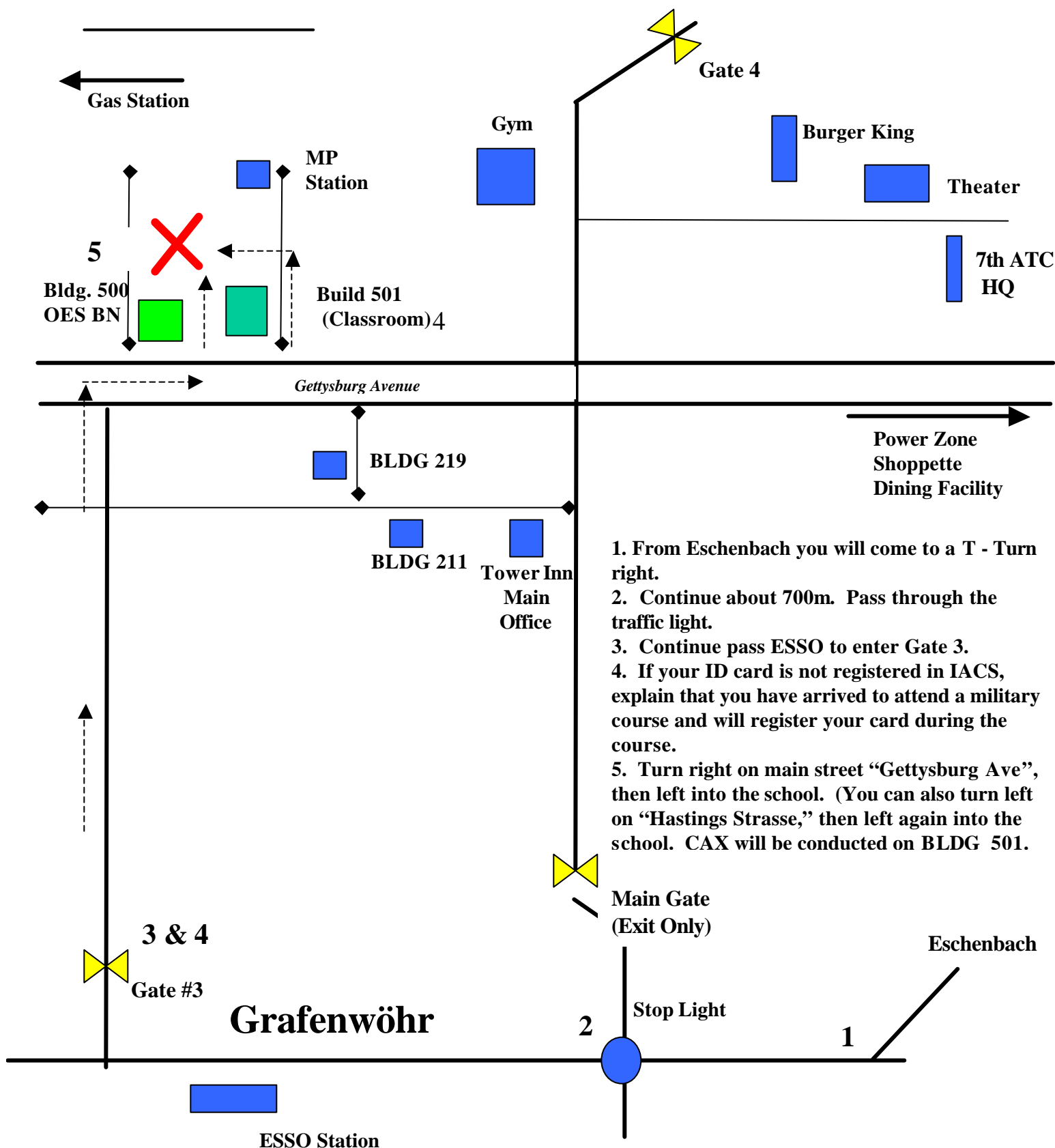
14. POC for this memorandum is LTC Fiala, CAX Course Director. Ensure you send your initial response email (paragraph four) to LTC Fiala at christineanne@us.army.mil. You can contact LTC Fiala directly on her cell at 0160-91616444. When calling from outside of Germany, add the country code and drop the first zero of the cell phone number: (001) 49-160-91616444.

4 Encls

JAMES V. DICROCCO
LTC, IN, Army Reserve
Commanding

1. Maps
2. Directions to Grafenwöhr
3. Required Uniforms and Equipment
4. Required Documentation





1. From Eschenbach you will come to a T - Turn right.
2. Continue about 700m. Pass through the traffic light.
3. Continue pass ESSO to enter Gate 3.
4. If your ID card is not registered in IACS, explain that you have arrived to attend a military course and will register your card during the course.
5. Turn right on main street "Gettysburg Ave", then left into the school. (You can also turn left on "Hastings Strasse," then left again into the school. CAX will be conducted on BLDG 501.

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ENCLOSURE 1 – Grafenwöhr Training Area (Continued)

For additional information go to:
<http://www.Grafenwöhr.army.mil/direction.htm>

1. By Automobile.

a. From A-6, exit Amberg West. Stay on B-299 through Freihung, direction Grafenwöhr Training Area (GTA). Immediately after the town of “Tanzfleck,” turn left at the Grafenwöhr Training Area. After a few miles (go straight, do not make any turns) you will pass a big intersection and enter the Post itself. Once on Post, you will pass the Burger King (on the left). Take the first right past Burger King and proceed to Bldg. # 501.

b. From A-93, exit Weiden-West (Grafenwöhr) B470. Follow the signs to Grafenwöhr. You will enter Gate #3. Proceed to the stop sign and turn right. Bldg. # 501 is the 2nd building on the left.

2. By Train. There is no direct connection to Grafenwöhr. The nearest train station is Vilseck (25 KMs) or Weiden (25 KMs). You should travel to Nuernberg (Nürnberg), then transfer to Vilseck or Weiden. Once there, take a taxi to the GTA. The cost of the taxi is approximately 60.00 DMs.

3. By Air. We recommend flying into Nuernberg (Nürnberg), taking the bus (# 20) to Herrnhutte. From there, take the U-Bahn (Line Number U2) to the Nurenberg train station. Trains depart at 44 minutes after the hour from 0544 through 2244 for Weiden. Get in the rear train car as the train splits at Neukirchen -- one-half the train goes to Furth im Wald and the other half to Weiden. Take the train to Weiden. Then take a taxi to the Grafenwöhr Training Area (Grafenwöhr Truppenubungsplatz or Grafenwöhr Lager). The cost of the taxi is approximately 60.00 DMs.

Note: Ensure your POV is ready for all kinds of weather (e.g. snow tires, ice scraper, chains, anti-freeze, etc.). Winter conditions can exist late into the spring, therefore the weather conditions in this area can be extreme and driving can be hazardous. Be prepared for inclement seasonal weather conditions.

UNIFORMS

- 3-4 sets Battle Dress Uniform (BDU) / Desert Camouflage Uniform (DCU)
- 2 pairs Combat Boots respective of duty uniform
- 1 each Field Jacket, BDU or Gortex
- 1 pair Gloves appropriate to wear with field jacket / APFU
- 1 each Scarf (optional)
- 1 set Wet weather gear
- 1 each Army Physical Fitness Uniform (APFU) – pants, jacket, shorts, tee-shirt
- 1 each Black APFU Cap
- 1 each Lock (combination or key)
- 1 each Personal laptop (optional)
- Personal hygiene items -- as appropriate.

EQUIPMENT

- Laptop Computer with printer (optional)
- Calculator
- Desk Supplies (Highlighter, Pens and Pencils, Tabs or Post-it notes, Pad(s) of paper or notebook paper, folder with pockets or organizer, etc.).

DOCUMENTS

- DD Form 2A (ID Card)
- ID Tags and Army Values tag with chain
 - Passport
- Five copies of TDY, ADT, ADSW, or AT orders with duty to Grafenwöhr, Germany 92655; NOT to Grafenwöhr, Germany APO AE 09114.
- Five copies of DD Form 1610 (TDY Orders) for soldiers on active duty tours. Ensure the following blocks are completed prior to you arriving:

Block 9 -- The command responsible for ATRRS school allocation.

Block 16 -- A statement of height and weight with the word “PASS” (if within standards) and the date of the last APFT score. A Body Fat Content Worksheet must be attached to the DD Form 1610 or attachment orders if the soldier requires taping.

Your DD Form 1610 (TDY Orders) should also include the following information:

- Report in NLT 1300 on 3 December 2004.
 - 17 days of duty.
 - Government quarters and mess are available and directed, if deployed.
 - There is no requirement for a rental-car.
 - In-and-about mileage is authorized.
- Orders should show duty with Officer Education System Battalion, 3747th MFTB-E, to attend CAX in Grafenwöhr, Germany.
 - **DA Form 2-1.**
 - Medical screening, if you are over 40 years old.
 - DA Form 3349 (Profiles), signed by medical personnel and your commander. If you receive a profile after enrollment, you will be evaluated for continued enrollment. Note that a medical profile issued by a civilian doctor not affiliated with the military medical establishment is NOT sufficient evidence of a valid profile.
 - DA Form 705 (APFT), indicating that you passed an APFT within the past 6 months.
 - DA Form 1059 (Academic Evaluation Report), verifying you have completed of an Officers Advance Course.

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ENCLOSURE 3 – Required Documentation For In-processing

ADDITIONAL REQUIRED DOUCMENTS IF YOU ARE AN IRR OR IMA SOLDIER / STUDENT

- Eight copies of Orders.
- Lease/mortgage/rental contract (used for payment of VHA).
- Marriage & birth certificates for dependents, along with any other support documentation for dependents (divorce decree, adoption papers, support decrees, etc.).
- Direct deposit information for your pay.
- Copies of all DD 214's.
- Original receipts for travel and billeting.
- Automobile Registration in order to receive POL rations.